

~~SECRET~~

PROCEDURE TO BE FOLLOWED BY THE AUDIT SECTION RE: ACCOUNTINGS

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1. When the accountings are transmitted from Accounts to the Audit Section, they are first logged in on both the cards (in the little black box) and in the inventory book. They are then filed in alphabetical order.

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2. When the auditors want an accounting to audit, they will first see Miss [REDACTED] who will distribute the accountings to the auditors on a first in first out basis. That person who has been assigned the accounting will retain that accounting until it has been completely audited, letters written to the field and the Foreign Division, and the accounting is ready for review. He will then return it to Miss [REDACTED] who will file the accounting in the review file and indicate on the review inventory card the name of station and month of the accounting.

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3. When the reviewers take an accounting for review, they will indicate their name on the inventory card opposite the appropriate accounting so as to delete the accounting from the list for review.

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4. After the accounting has been reviewed, it will again be given to Miss [REDACTED] to type the letters. These letters, when finished, will be returned to Mr. [REDACTED], who reviews the finished product and initials the letters as an indication of approval from this Section before being forwarded to the appropriate Certifying Officer. The completed accounting and letters to the field and Foreign Division will be given to Miss [REDACTED] for logging out to the Certifying Officer, thus, completing its processing by the Audit Section.

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5. This procedure should be strictly adhered to in order to permit proper maintenance of files and logs in this Section and to enable anyone in this Section to trace an accounting. Your adherence to this procedure will be greatly appreciated.

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